



New Jersey Department of Children and Families Policy Manual

Manual:	IAIU	Institutional Abuse Investigation Unit	Effective Date:
Volume:	I	Institutional Abuse Investigation Unit	
Chapter:	A	Institutional Abuse Investigation Unit	7-22-2013
Subchapter:	I	Institutional Abuse Investigation Unit	
Issuance:	300	Institutional Abuse/Neglect Screening and Intake Intervention Guidelines	

Screening by SCR

7-31-2008

With the 2004 advent of the State Central Registry (SCR) - a centralized screening system established in the Office of Children's Services (now the Department of Children and Families) for the processing of ALL incoming reports of child abuse/neglect in the State of New Jersey - screening moved from IAIU central operations to SCR.

SCR Screeners document incoming CPS-IAIU reports in the NJ SPIRIT (NJS) application, to produce a printable DCF [Form 1-1](#), a Screening Summary, which documents allegations of child abuse/neglect perpetrated by a person(s) who has continuous care, custody, or control of a child in an "institutional" setting or a family-based out-of-home placement setting.

See CP&P policy at [CP&P-II-A-1-100](#), State Central Registry (SCR) - Centralized Screening.

SCR/IAIU Liaisons

7-31-2008

- Each IAIU Regional Office has named a Liaison to the SCR screening operation, known as the "SCR Designee," to assure proper screening of institutional abuse/neglect-related calls in its respective jurisdiction. See IAIU Policy Manual, [IAIU-I-A-1-300](#) Actions of the SCR Designee.
- SCR has named a Liaison to IAIU, a screening Supervisor who specializes in institutional abuse/neglect intakes.

DCF Office of Licensing 7-31-2008

If a CPS-IAIU report concerns a facility regulated by the Department of Children and Families' Office of Licensing (OOL), SCR makes a Secondary Assignment to OOL in NJS as a courtesy notification. The Office of Licensing determines whether it will take any action on the matter, in accordance with State regulations.

An OOL representative may contact the assigned IAIU Investigator to discuss the report and the respective roles of IAIU and OOL in addressing allegations and concerns.

The Allegation-Based System

7-31-2008

SCR categorizes child abuse/neglect reports based on the relationship between the child victim and the alleged perpetrator, including –

- CPS-Family Report (investigated by CP&P Workers);
- CPS-IAIU Report (investigated by IAIU Investigators);
- CPS-Other Report (investigated by PDCU).

See [CP&P-II-A-1-100](#).

Child protective service intervention in New Jersey - whether provided by CP&P, IAIU, or the Public Defender Conflict Investigation Unit (PDCU) - is guided by the Allegation-Based System, an all-encompassing list of child protective service allegations investigated by child protective services, with each investigation directed by the specific allegation documented at screening. Child abuse/neglect reports accepted at SCR are strictly limited to the allegation types delineated in the Allegation-Based System.

Each, individual allegation type is defined, with its specific investigation components discussed in the CP&P policy manual II R, Child Protection Investigations. A separate policy subsection is established for each allegation in the CP&P policy manual, subsections [CP&P-II-E-1-100](#), Child Death, to [CP&P-II-E-1-310](#), Educational Neglect.

Allegations Specific to Institutional Abuse/Neglect

7-31-2008

Additional definitions, specific to child abuse/neglect in facilities and out-of-home placement settings, can be found in State statute N.J.S.A. 9:6-8.21:

A) NEGLECT by willfully isolating the child from ordinary social contact under circumstances which indicate emotional or social deprivation.

B) NEGLECT by the continued inappropriate placement of a child in an institution, with the knowledge that the placement has resulted, and may continue to result in, harm to the child's mental or physical well-being

C) ABUSE by using excessive physical restraint on the child under circumstances which do not indicate that the child's behavior is harmful to him or herself, others, or property.

Provisions A) and B), above, do not apply to public and private day schools.

SCR Forwards "RI" and "I&R" Intakes to IAIU

3-9-2009

When SCR receives a call concerning a child residing in a resource family home or in congregate care in which the Screener determines that the intake is Related Information or Information and Referral (in that the call does NOT rise to the level of a report of child abuse/neglect/institutional abuse), the Screener documents the call in NJ SPIRIT, to generate a printable Screening Summary, DCF [Form 1-1](#), and codes it "RI" or "I&R," as applicable. The Screener forwards copies of it (i.e., makes electronic notifications) to the respective IAIU Regional Office, the Office of Licensing (OOL), and, for a resource family home, the Resource Family Support Unit in the CP&P Local Office, as a courtesy.

IAIU's SCR Designee reviews each intake, confirms SCR's screening decision, and documents receipt of the call. IAIU may analyze the facility's/provider's file, to detect patterns in the given home, facility, or program.

The SCR Designee calls the SCR Liaison to IAIU (or the Screener/SCR Supervisor, when the Liaison is not available) with any questions or concerns about the screening and/or case coding.

SCR Makes Assignment to CP&P Local Office to "Assist" IAIU

7-22-2013

When SCR accepts a CPS-IAIU report in which it is clear at screening that IAIU will need assistance from a CP&P Local Office, the SCR Screener proceeds as follows:

- For an active CP&P case:
 - - Designate the respective IAIU Regional Office as the "Primary Investigative Office" (to conduct the CPS-IAIU investigation);
 - Code the report "Related Information" (RI), and assign it to the Local Office to provide needed assistance to IAIU; and
 - If the child is located outside the county/jurisdiction covered by the assigned Local Office, the Casework Supervisor from the assigned office may contact the Casework Supervisor from the office responsible for that jurisdiction to request their assistance. See [CP&P-II-C-1-200](#), Office of Supervision; [CP&P-II-C-1-200](#), Determining Office of Supervision.
- When there is not a current, active CP&P case:
 - - Designate the respective IAIU Regional Office as the "Primary Investigative Office" (to conduct the CPS-IAIU investigation); and
 - - Code the call "Child Welfare Services" (CWS), and assign it to the Local Office responsible for that jurisdiction to provide needed assistance to IAIU.

- When, upon receipt of an assignment or upon intervening, IAIU determines a need for field assistance from a CP&P Local Office, IAIU proceeds as follows:
- For an active CP&P case:
 - Contact the assigned Local Office directly to request assistance from the assigned Worker (or from a covering Worker). Do NOT involve SCR in this outreach, as it falls outside of screening and case assignment.
 - If the assigned Local Office needs assistance from another Local Office, based on the location of the child in another jurisdiction, the Casework Supervisors from both offices consult to determine which office will provide immediate assistance to IAIU in accordance with CP&P policy [CP&P-II-C-1-200](#), Office of Supervision; [CP&P-II-C-1-200](#), Determining Office of Supervision.
- When there is not a current, active CP&P case:

The IAIU Investigator or Supervisor contacts SCR to request assistance.

SCR makes a "Child Welfare Services" (CWS) assignment to the Local Office responsible for the jurisdiction where the child is located at the time of IAIU's call/request for help.

See [IAIU-I-A-1-400](#), Assistance from CP&P Field Staff.

Dual Coding when Birth/Adopted Children Abused/Neglected 7-31-2008

SCR may code some reports both "CPS-IAIU" and "CPS-FAMILY," when a reporter indicates a child in placement is abused/neglected and a birth or an adopted child in the same home is abused/neglected. SCR assigns reports to both the IAIU Regional Office and the respective CP&P Local Office.

If an IAIU Investigator identifies potential child victims among birth or adopted children in a home, he or she (or an IAIU Supervisor) immediately makes a report to SCR. The SCR Screener documents the call as a CPS-Family report, and assigns it to the respective Local Office for a response. The assigned CP&P Worker/Supervisor coordinates intervention with the IAIU Investigator/Supervisor.

See [IAIU-I-A-1-400](#), Assess Child Safety in Resource Family Homes.

When Screening is Uncertain 10-27-2008

When it is not clear whether a reported incident occurred in the child's own home or out of the home, a joint CP&P Local Office/Institutional Abuse Investigation Unit effort may be required. SCR makes the assignments. In such a situation:

- The Local Office Worker conducts the home investigation; while
- The IAIU Investigator conducts the facility investigation.

Investigating staff maintain close communication during the ensuing investigations, and share investigation results, finding determinations, and conclusions.

For resource family home investigations, IAIU provides copies of its finding determination letter to each CP&P Worker assigned to a child in the home, for filing in each respective child's case record.

Assigning an IAIU Incident Number

7-31-2008

For a CPS-IAIU report, if multiple children are part of the same incident (coming from multiple CP&P cases/households), the SCR Screener completes a single report under the provider's or the facility's name. NJ SPIRIT generates an incident number.

The report is assigned to one IAIU Regional Office for response.

IAIU shares its investigation results with the CP&P Workers who supervise children who are the subjects of the investigation.

Courtesy Investigation by IAIU Regional Office

7-31-2008

The immediate safety of a child must take precedence over the administrative determination of who, in IAIU, should be assigned the response, and how the response should occur.

For "immediate response" IAIU situations, in which a child victim is physically located at present in an area which falls outside the jurisdiction of the IAIU Regional Office that would usually investigate a given facility or resource family home, SCR assigns the report to the IAIU Regional Office responsible for the jurisdiction where the child victim is now (i.e., the "Secondary Office," given a "Secondary Office assignment" in NJ SPIRIT).

The Secondary Office is responsible for making timely in-person contact with the child victim to assure his or her safety and well-being.

The SCR Screener provides copies of the DCF [Form 1-1](#), Screening Summary, to BOTH the IAIU Regional Office responsible for the facility/home and the Secondary Office.

The Primary Investigative Office (i.e., the IAIU Regional Office responsible for the catchment area where the facility/home is located) takes the lead in the overall investigation.

The two IAIU Regional Offices coordinate and negotiate investigation/response efforts. Coordinate action to expedite the response, to assure the child victim is seen and is safe, and all presenting allegations are investigated. The following parameters apply:

- The Secondary Office cannot refuse to respond. The child victim must be seen that day, or good faith efforts must be made to establish contact, to assure his or her safety (see [CP&P-II-C-5-125](#), Good Faith Effort);
- However, the Primary Investigative Office can negotiate to assume complete responsibility for the entire investigation, provided that in-person contact with the child victim(s) is timely.

The Regional Offices consult the Director of IAIU (or Central Office Designee) to resolve any conflicts or disagreements.

Notification and Screening Linkages

7-31-2008

Upon accepting a CPS-IAIU Report, the SCR Screener, assisted by the SCR Call-Floor Supervisor, notifies identified offices within CP&P, DCF, DHS, and other entities, based on the type of facility, program, or provider and/or the nature/severity of the presenting allegation.

SCR makes notification electronically, by forwarding copies of DCF [Form 1-1](#), the Screening Summary, to the identified entities.

The SCR Screener notifies the DCF Office of Licensing (OOL) of potential licensing violations.

(See [CP&P-II-A-1-100](#), IAIU/OOL Screening Notification charts)

SCR Puts Resource Homes on Suspension

7-31-2008

When a child abuse/neglect allegation is made against a resource parent, a child perpetrator residing in the home, or an adult member of the household, and the child victim is a child who resides in the home, regardless of whether placed there by CP&P or another agency or individual, or a birth or adopted child, SCR puts the home on suspension, to prevent further placements pending completion of IAIU's CPS investigation. The Office of Licensing is also notified of the violation. See [IAIU-I-A-1-700](#), Suspensions.

See [CP&P-II-A-1-100](#) (screening), and [CP&P-IV-B-6-700](#), Suspension, Restricted Use, and Closure of Foster Homes.

IAIU/OOL Recommend Suspension Be Lifted 7-31-2008

IAIU may recommend a suspension be lifted once the investigation is completed, a finding determination is made, and the corrective action plan is completed, if warranted. IAIU seeks input from the Office of Licensing. The CP&P Resource Family Support Worker assigned to the home is responsible for lifting the suspension upon the recommendation of IAIU and OOL.

After-Hours, Weekends, and Holidays 7-31-2008

See [IAIU-I-A-1-500](#), After hours Response.

Notification To, or Seeking Assistance From, Law Enforcement / Multi-Disciplinary Approach 7-31-2008

Successful institutional abuse investigations require multi-disciplinary cooperation and linkages to assure accurate dispositions and recommendations. See [IAIU-I-A-1-900](#), Complex Investigations - Multiple Victims, Perpetrators, or Sites.

The IAIU Investigator initiates linkages with internal (within DCF) and external agencies and entities, and maintains coordination and communication during the investigation.

To assure good working relations, IAIU has made protocol arrangements with both internal and external agencies, including, but not limited to, the Division of Child Protection and Permanency (CP&P), the Department of Education, the DCF Office of Licensing (OOL), the Public Defender Conflict Investigation Unit (PDCU), the Department of Health, the Department of Corrections, the Division of Mental Health and Hospitals, and the Division of Developmental Disabilities.

In addition, IAIU conducts joint investigations with law enforcement agencies and authorities, including County Prosecutors, Medical Examiners, and local and State police. IAIU initiates action in compliance with the DCF/Law Enforcement Model Coordinated Response Protocol. See [IAIU-I-A-1-2100](#), protocol in Appendices,

County Prosecutor 5-18-2009

N.J.S.A. 9:6-8.36a, Report of Suspected Child Abuse and Neglect by Division to County Prosecutor, requires DCF to "immediately report all instances of suspected child abuse and neglect, as defined by regulations, to the county prosecutor of the county in which the child resides."

New Jersey Administrative Code (regulations) requires the Department of Children and Families to report allegations of child abuse or neglect to the County Prosecutor in which criminal activity is suspected. The IAIU Investigator reports the following

allegations to the County Prosecutor, in accordance with Administrative Code, N.J.A.C. 3A:10-5.1(b):

- 1) Death of a child;
- 2) The subjecting or exposing of a child to unusual or inappropriate sexual activity;
- 3) Any type of injury or condition resulting in hospitalization or emergency room treatment;
- 4) Any type of injury or condition that requires significant medical attention (for example, treatment for broken bone at physician's office);
- 5) Repeated instances of physical violence committed against a child, or substantially depriving a child of necessary care over a period of time; or
- 6) Abandonment of a child.

The IAIU Investigator reports to the County Prosecutor in the county in which the incident took place.

The Human Services Police Officer available to assist the IAIU Regional Office may serve as the Liaison to each County Prosecutor's Office within the jurisdiction of the Regional Office.

Pursuant to the DCF/Law Enforcement Model Coordinated Response Protocol, the County Prosecutor may determine to do one of the following:

- 1) Investigate the allegation together with IAIU;
- 2) Conduct its own, independent investigation;
- 3) Defer the allegation to the local or State police to investigate;
- 4) Require IAIU to suspend its investigation, pending the results of the criminal investigation;
- 5) Ask IAIU to proceed, and provide an update as to the investigation, to enable the County Prosecutor to determine whether to then intervene; or
- 6) Take no action.

If there is any uncertainty about whether or not to refer to the County Prosecutor, IAIU makes the report; the decision whether to, and how to respond, is left to the sole discretion of the County Prosecutor.

See [CP&P-II-C-4-200](#), reporting to the County Prosecutor.

Local or State Police

7-31-2008

The IAIU Investigator may work with a local or State police department when the Prosecutor's Office has delegated the responsibility, or when the police have already been contacted by the reporter or are otherwise involved in the investigation/intervention.

CPS-IAIU investigations are made by IAIU, with police assistance, if necessary, but may NOT be delegated to the police under any circumstances.

When required to suspend its investigation, IAIU must take necessary steps to see, and assure the safety of, the alleged victim and other children.

Any person acting under the authority of N.J.S.A. 9:6-8.11 et seq. may request, and shall receive, appropriate assistance from local and State law enforcement officials (N.J.S.A. 9:6-8.28 and 8.29).

When to Seek Police Assistance

7-31-2008

IAIU Investigators request assistance from local and State law enforcement officials pursuant to N.J.S.A. 9:6-8.28 and 8.29, whenever one of the following circumstances apply:

- The Investigator needs personal protection;
- The nature of the case suggests it, for example, the death of a child;
- There is an immediately life-threatening situation;
- Violence is occurring or is immediately threatened.

See [CP&P-II-C-4-100](#), Cooperation Between CP&P and Law Enforcement.

Human Services Police

7-31-2008

Human Services Police (HSP) Officers are stationed at, or accessible to, each IAIU Regional Office.

IAIU Investigators request assistance from HSP through a Supervisor. Complete a Human Services Police Inter-Agency Police Service Request form to process the request. For missing persons, also complete the Human Services Police/CP&P Missing Persons Report form.

HSP referral forms are supplied directly by HSP or can be printed from the CP&P on-line Forms Manual.

IAIU Investigators seek assistance from the Human Services Police to:

- Serve as a "buddy," to accompany the Investigator into the field. See [CP&P-II-C-2-300](#), teamed response protocol;
- Assist with attempts to locate missing children and/or families;
- Obtain criminal history information from local police departments;
- Provide background information and investigative expertise on unusual cases;
- Conduct address verification, via name checks, motor vehicle checks;
- Perform outstanding warrant checks;
- Assist in transporting children, both in-state and out-of-state;
- Assist in determining when to file criminal charges with the local police;
- Serve as the Liaison to the respective County Prosecutor's Office.

Contact the Human Services Police by calling the Command Center, 1-800-233-2915 or (609) 633-1935. The Dispatcher will relay the nature of the problem and the request for assistance.

See [CP&P-II-C-4-300](#), Human Services Police.